

## APPLICATION FOR

**SPECIAL CONSIDERATION****Introduction**

MIT is dedicated to providing fair, equitable, consistent and transparent assessment practices for all students. Occasionally, due to illness or adverse personal circumstances beyond their control, students may be prevented from:

- completing an assessment task by the due date or attending an exam, or
- completing an assessment task to the best of their ability.

In recognition of this, MIT has set in place procedures that allow students to apply for special consideration for those assessments they believe are affected by any of the above circumstances.

Students may also use this special consideration form to apply for reasonable adjustment. Reasonable adjustment is the process used to ensure that a student with documented special needs is still able to attempt the assessment requirements of a unit by modifying or adjusting the assessment without lessening the quality or demand of the assessment.

**Eligibility for special consideration**

Students may apply for special consideration if unanticipated events during the trimester (e.g. illness, bereavement, personal trauma) impact the student's ability to attempt or complete an assessment item to the best of their ability. Students who are uncertain about their eligibility should contact the Academic Manager or Student Support Officer

**Overseas students**

Visa status for overseas students whose enrolment is deferred, suspended or cancelled may be affected. Overseas students in this situation should speak to the Student Services Manager.

**Special consideration will NOT be considered for students:**

- who fail to note correct assessment dates/times/venues
- who take annual leave/personal holiday during trimester/assessment period
- with high workloads/increased hours from employers or other organisations
- who anticipate a change of employment
- who attend events (e.g. conferences, weddings) at the time the assessment is due
- with computer related problems (unless supporting evidence from an IT service is supplied)
- who submit incomplete or inadequate supporting documentation
- who submit requests outside the designated time frames.

While this list is not exhaustive, it outlines common reasons where students will not be granted special consideration. Each application will be assessed on its merit.

**How do I apply for special consideration**

Students wishing to apply for special consideration should contact Reception to make an appointment with the Academic Manager prior to the upcoming assessment event or within 24 hours of the relevant incident.

Prior to the meeting with the Academic Manager students should:

- Complete the Application Form for Special Consideration electronically, save the form and email it to the Academic Manager.
- Attach any Medical Practitioners Certificate and/or any other relevant documentation (e.g. Death Certificate, legal documents, etc) to the application. Please note that any Medical Practitioner Certificates must be issued before the assessment due date and cover the date of the assessment or be issued on the date of the assessment. Medical Practitioner Certificates issued after the assessment due date will not be accepted.
- Submit the form to MIT prior to or within 24 hours of the relevant assessment.
- Make a copy of the application and all relevant documentation to be submitted.

Applications for Special Consideration will not be considered after the above time frame unless evidence can be provided that the request could not be submitted within the time frame.

Applications submitted via email will not be accepted. Students should only submit the relevant documentation to the Academic Manager.

**How is the application processed?**

Please note that special consideration is not automatically guaranteed and every application is individually assessed. The Student may be required to meet with the Academic Manager to discuss the application. After this meeting, the application will be submitted to the College Director for review. Timely consideration is given to every application, after which the Academic Manager will notify the student in writing of the outcome.

**Possible outcomes of a special consideration application**

Applications for special consideration must be made using the special consideration form as soon as possible before the due date of the assessment (or within 24 hours after the event). Options for students may include:

- deferring the assessment to the next study period the unit is offered
- sitting the exam at another scheduled date
- completing an additional assessment item
- having their assessment grade or final grade adjusted, or
- having extra time to complete their assignment (or complete a different assignment if available)

## SPECIAL CONSIDERATION FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

### Personal details

Title Mr      Ms      Other (please specify):	
Family name	
First name(s)	Male Female
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Full address	
City	Postcode
Country	

### Enrolment details

Murdoch University Preparation Course (MUPC)
Diploma programs Diploma of Business Diploma of Information and Communication Technology Diploma of Communication and Media Studies
ELICOS programs English for Academic Purposes General English

### Special consideration information

Unit code, assessment date and assessment			
1. Unit:		Teacher:	
Assessment Date:	Assignment	Exam	Other:
2. Unit:		Teacher:	
Assessment Date:	Assignment	Exam	Other:
3. Unit:		Teacher:	
Assessment Date:	Assignment	Exam	Other:
4. Unit:		Teacher:	
Assessment Date:	Assignment	Exam	Other:
Why are you requesting special consideration: I could not complete my assessment I could not complete my assessment by the due date My performance was affected in the assessment  I will not be able to complete my assessment I will not be able to complete my assessment by the due date My performance will be affected in the assessment Please outline in further detail why you are applying for special consideration in the space below:			

### Student declaration

I understand that the submission of an application for Special Consideration does not automatically mean it will be approved. I give MIT permission to contact medical practitioners or other relevant parties to verify authenticity of the supporting documentation I have provided in my application.	
Student's signature	Date

**Privacy:** We recommend that you read MIT's Privacy Policy published on our website [www.murdochinstitute.wa.edu.au/privacy](http://www.murdochinstitute.wa.edu.au/privacy)

Return this form to your MIT campus admissions office:

#### Perth

Building 512, Murdoch University Campus,  
South Street, Murdoch, Western Australia 6150

Tel: +61 (0)8 9360 1700

Email: [info@murdochinstitute.wa.edu.au](mailto:info@murdochinstitute.wa.edu.au)

### Office use only

Date application received by Authorised Representative:		Recommendation (to be completed by Authorised Representative):
Date applicant notified of outcome:	Date of decision:	
Student record updated	Application filed	Outcome (to be completed by Authorised Representative or their delegated authority):
Authorised Representative's signature	Date	